

## File Management

---

### DELETING FILES

Deleting files and folders is easy - almost too easy. Here again, you have several options:

- select the file or folder and click the delete icon on your toolbar
- select the file or folder and press the delete key (del)
- right click the file or folder and choose delete.
- drag the file and drop it in the recycling bin on your desktop

Unless you have indicated in the recycle bin that you wish all files that you delete to be permanently deleted, and unless you are on a floppy drive, deleting will merely send your files to the recycle bin, from where you can permanently delete them later.

WARNING: When you delete a folder, you delete all files in that folder. Before deleting a folder, be sure that it does not contain files you wish to keep!

### Practice Exercise

Try deleting files by doing the following:

1. Close one of the Explorer windows if still open.
2. Click on A: to reveal your files on the right side
3. Left click on one of the files to select it
4. Press your Delete key on the keyboard.
5. Now select another file on A:
6. Copy that file to your Temp directory (according to instructions above)
7. Double click on the Temp folder to see the file
8. Now left click on that file to select it
9. Drag the file to the 'Recycle Bin'. Remember, that file is not really gone yet. You can retrieve it. But once you empty the Bin, it is history!

***Remember, only files deleted from your hard drive can be retrieved from the Recycle Bin.***